

Vermont Student Census Spring Update School Year 2009-2010



Data Reporting Instructions

Due Date: July 15, 2010



**IT Team: Data Management & Analysis
(802) 828-3777**

Table of Contents

What is new for this year?	1
Socioeconomic Status Revised instructions as follows:	1
School Breakfast/Lunch Eligibility.....	1
Homeless.....	1
What is the Spring Census and what is it used for?	2
What are the critical areas to focus on?	2
How can I be sure that I am reporting my data correctly?	3
What do I need to know about confidentiality?	3
Things to remember when completing the Spring Census:	3
Who belongs on your Student Census?	4
Who does not belong on your Student Census?.....	4
Student Census Frequently Asked Questions	5
Step 1: Completing the Organizational Profile	5
Why do we need organizational information?	5
What information do I need to provide?	6
Step 2: Completing/Updating Student Records	6
Student Identification.....	6
Race.....	6
Ethnicity	6
Enrollment Information	7
Admission Status	7
Admission Status Options.....	7
Entry/Reentry Type.....	8
Entry/Reentry Type Options.....	8
SY09-10 and SY10-11 Grades.....	9
Exit/Withdrawal Information.....	9
Exit/Withdrawal Type Options	9
Attendance (for all students except Part-Time Kindergarten)	10
Part-Time Kindergarten Attendance	10
ESEA High School Cohort Information	10
ID of Technical Center.....	11
March 15, 2010 snapshot fields	11
Step 3: Enter Contact Information	11
Step 4: Submit Your Data to DOE.....	11

What is new for this year?

DOE has revised the **Socioeconomic Status (NSLP~School Breakfast/Lunch)** instructions. The Milk Eligibility piece is now removed. If your school does not participate in the NSLP for breakfast or lunch, your students will automatically be updated to “school does not participate in NSLP”. This will give your school a poverty percentage of 0. What is the reason for this change? Criteria used to qualify for free breakfast/lunch and milk are not the same. If your school would like to explore ways to participate in the National School Lunch Program (NSLP), please contact the Child Nutrition folks here at the DOE, Laurie Colgan (802) 828-5153 or

http://education.vermont.gov/new/html/pgm_nutrition/school_nutrition.html

Socioeconomic Status Revised instructions as follows:

School Breakfast/Lunch Eligibility

- a. Purpose: School breakfast/lunch eligibility is the basis for calculating poverty levels for schools. This information is used for ESEA accountability and is submitted to the Teachers Cancellation Low Income student loan forgiveness program.
- b. Instruction:
 - If student is eligible for free or reduced price breakfast or lunch programs please select the appropriate choice. The default value for this field is “not eligible”.

Breakfast/School Lunch Eligibility Options

- Free breakfast or lunch
- Reduced-price breakfast or lunch
- School wide Eligibility
- School does not participate in NSLP
- Declined (student was eligible to receive services and declined)
- Not Eligible

Homeless

Also this year we are asking you to identify students considered to be homeless. According to the McKinney-Vento Homeless Assistance Act, a homeless person is an individual who lacks a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing a house due to loss of permanent housing, economic hardship or similar reason;
- Who are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate housing;
- Who are living in emergency or transitional housing;
- Are abandoned in a hospital and/or are awaiting foster care placement (this includes children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations);
- Who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations and migratory students meeting the descriptions above;

- An unaccompanied youth who is considered homeless is someone who is not in the physical custody of a parent or guardian and who meets the above criteria.

There are three possible responses to the homeless question:

Y = student was homeless

N = student was not homeless or

S = student was homeless and receiving wrap-around services under a McKinney-Vento subgrant.

Contact information for these subgrants are:

1. Upper Valley Haven Family Shelter, Hartford
Contact: Sara Kobylenski, Director
skobylenski@uppervalleyhaven.org
(802) 296-7626
2. Spectrum Youth Services, Burlington
Contact: Mark Redmond, Director
mredmond@spectrumvt.org
(802) 864-7423 x209
3. Mountainside Shelter, Ludlow
Contact: Jackie Hanlon, Director
wcys@tds.net
(802) 228-7783
4. Howard Center (contracted social worker for Winooski schools)
Contact: Kym Asam, Director of School Services
kyma@howardcenter.org
(802) 488-6670

Each SU/SD has a Homeless Education Liaison. A list of these liaisons may be found at http://education.vermont.gov/new/pdfdoc/pgm_homeless/educ_homeless_liaisons.pdf

What is the Spring Census and what is it used for?

The Spring Census asks for a list of students in the Vermont educational system. Information from this collection will be used in several different ways, including:

- Attendance and absence totals are used to calculate the allowable tuition full-time equivalent (FTE).
- Allowing the Department of Education to fulfill accountability requirements.
- Making sure all of your student records are correct in the Spring Census makes the completion of the Fall Census even easier, ensuring a more accurate ADM.

What are the critical areas to focus on?

- Attendance and absence totals for each student.
- Promotion of students that have passed their grade this year.

- Matriculating (EXITING) students from your school if they have completed all of the grade levels you offer. We also ask that you provide us with the name of the next school the student will attend.
- Exiting students prior to July 1, 2010 if they are not expected in school next fall.

How can I be sure that I am reporting my data correctly?

Please refer to these instructions, as well as the instructions for the actual software. If either of these manuals did not answer your question, please call the DMAT Helpdesk at (802)828-3777 and we will be happy to help you.

What do I need to know about confidentiality?

Please **do not** email identifiable student data to the DOE.

The student census contains confidential information about students. Accordingly, the Vermont Department of Education adheres to the Family Educational Rights and Privacy Act (FERPA) – 34 C.F.R. Section 99.31. FERPA allows for the collection of data needed to do the work of state and educational agencies. Schools and districts also have a responsibility to protect the confidentiality of student records.

Things to remember when completing the Spring Census:

- If a student is not expected to return to your school in the fall, please exit the student with an Enroll End Date prior to July 1, 2010.
- If a new student enrolls after July 1st but never attends school, their admission status should be changed to “Student was never enrolled”.
- If a student was enrolled in your school previously and they do not show up the next school year, and didn’t transfer: exit the student on the 10th day.
- Please refer to the ‘Who belongs on your student census?’ section to make sure you are including everyone you should, and NOT including students that do not belong on your census.
- Make sure that you have completed the attendance AND absence information for each of your students. For the attendance totals, we are looking for the number of days they were in ATTENDANCE at your school, not the number of days they were ENROLLED.
- If a student has transferred/matriculated out of your school during the year, please provide us with an enrollment end date, an exit type and the name of their new school.
- If a student leaves before the end of the year for whatever reason, please provide us with their total days of attendance and their total days of absences. These totals should reflect all the days the student was enrolled prior to the student exiting your school.
- The Enroll Begin Date is the first day a student starts receiving services at your school. The Enroll End Date cannot be more than 10 days after a student stops receiving services from your school.
- If a student is expelled, DO NOT EXIT them! Please leave them on your census, and report the remainder of the school days as absences. You do not need to designate them as “unexcused”; it is your school’s preference. Do not exit these students, they should not be reflected in your Drop Out list.

- If you enter an enroll end date that is before the ADM begin date for the fall, then that student's ADM will be adjusted. Please do not remove the student from the census, as we will be keeping track of the summer drops.
- Remember to call the Helpdesk at (802)828-3777 if you have problems or questions that cannot be answered by these instructions.

Who belongs on your Student Census?

Please **include** these students on your Student Census:

- All students who were enrolled in your school at any time during the 2009-2010 school year.
- Technical center students who arrive at your school in the morning and are transported to and from the technical center at the expense of your district.
- Attendees of an alternative program.
- Anyone who is on your register, and is currently being evaluated for placement in an independent school or tutorial program. (the students must be in the evaluation process, and NOT yet enrolled in those other schools.)
- Any students who are enrolled in your school, and are receiving tutoring from school personnel at home or in the hospital.
- Any students enrolled in your school and participating in an approved educational experience outside of your school. (e.g., a page in the legislature).
- Any home-study students who attend academic classes or participate in extra-curricular activities at your school.
- Students who have chosen to attend your school rather than their regular school through an Act 150 School Choice agreement.

Who does not belong on your Student Census?

Please **do not include** these students on your census. Another school will report the students to us.

- Technical center students that live in your district but are NOT transported by your district (the Technical Center's home high school should be reporting these students).
- Students living in your district and attending an Independent School.
- Headstart students, unless they are also enrolled in EEE or PK programs or unless your district pays for a part of the student's services.
- Students enrolled in an independent school taking extracurricular activities at your school.
- Students who have chosen to attend a different school instead of your school through an Act 150 School Choice agreement. (The other school will report the students from your district.)

Again, if you have any questions about the above guidelines; or if you have a student that does not fit into any of these categories, please call the Helpdesk at (802)828-3777 and we will do our best to clarify any confusion.

Student Census Frequently Asked Questions

The following questions were asked during last year's census period and represent a small sample of some common data reporting concerns.

Q: If a student withdraws and re-enters our school numerous times during the school year, will this affect the dropout rate for the school?

A: No, a student will only be counted as withdrawing once in the school year, if that student re-enters and continues to complete the school year, the student's status will change on the register to a graduated/promoted student rather than a dropout.

Q: Do we include students in EEE programs housed in private daycares and other organizations that the district is providing services for?

A: Yes, if the district has a contract with the private organization to provide educational services for the student. The contract must include an exchange of money or services. For instance a district may pay directly for the education or may provide services and/or materials (directly or indirectly through an SU) such as teachers or educational materials (books, workbooks, tools, etc).

Q: If a student withdraws to JobCorps, what is their exit code?

A: Transfer to GED, not operated by Vermont school district.

Q: If a student is studying via correspondence course to obtain credits to graduate, the course is out of state and the student is not attending any courses at their town's school, but the school staff is facilitating the process of graduation, how is this student counted?

A: This student should not be included as "enrolled". However, once the student is ready to receive a diploma from your school, you will add the student as transferred in on the date of graduation, and exited the same day with an exit code of "graduated with a regular diploma".

Q: What is a full-time kindergarten program as compared to a part-time kindergarten program?

A: A full-time kindergarten program is a program in which students attend all day, every day school is in session. A part-time kindergarten program is a program in which students do not attend all day; every day school is in session.

Q: Do I need to report attendance for homestudy students?

A: Yes AND No. If the student is taking "academic classes" please record their attendance. If the student is only participating in "extra or co-curricular activities", you do NOT need to report attendance.

Step 1: Completing the Organizational Profile

Why do we need organizational information?

The Department of Education is required to send addresses to National Center of Education Statistics. We also use addresses to create mailing lists. The calendar information enables us to calculate the allowable tuition FTE and establishes the ADM census period.

What information do I need to provide?

- **Mail/Physical Address:** These addresses will be pre-filled based on previous census submissions. Please verify and/or update this information.
- **Calendar Information:** Please provide us with the following dates; actual last day of school, first day of summer school, if applicable, last day of summer school, if applicable.
- **School URL (Web Site):** Please enter your school or SU's website.
- **Principal/Co-principal/Registrar Info:** This information is pre-filled based upon previous submissions. Please verify and/or update this information to reflect the names of the individuals currently in these positions.

Step 2: Completing/Updating Student Records

Student Identification

- This information allows us to create unique student IDs.
- Please verify pre-filled records or enter names, gender and birth date of all students.

Race

- The Department of Education is required to submit enrollment, dropout, graduation and other data by racial/ethnic categories. In addition we use the racial category in the student assessment and accountability system.
- Select "Y" for as many racial categories as applicable to the student.
- Options:
 - **American Indian or Alaskan Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliations or community recognition.
 - **Asian:** a person having origins in any of the original people of the Far East, Southeast Asia or the Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand and Vietnam.
 - **Black or African American:** a person having origins in any of the black racial groups of Africa.
 - **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
 - **White:** indication of a person having origins in any of the peoples of Europe, North Africa or the Middle East.

Ethnicity

- The Department of Education is required to submit enrollment, dropout, graduation and other student data by racial/ethnic categories. In addition, we use the racial category in the student assessment and accountability system.
 - Select "Y" if the student is Hispanic/Latino. A student is considered Hispanic/Latino if there is an indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and Southern America, and other Spanish cultures, regardless of race.

Enrollment Information

- These dates allow the Department of Education to keep track of students transferring between schools to improve the accuracy of the state dropout statistic.
- The Begin Enroll Date is the month, day and year on which an individual enters and begins to receive instructional services/meets enrollment requirements in a school or an institution during a given session. For returning students, this date is pre-filled based on data you provided to us in the Fall Census. Please verify and/or update this date. Keep in mind we are asking for the ORIGINAL date the student entered this school, NOT the date the student enrolled in school this year.
- The End Enroll Date will only be filled when students have left the school through transfer, withdrawal (including students absent more than 10 consecutive days), severe illness or death. The End Enroll Date should be the last day they attended school or their tenth consecutive absence. If a student has left the school please enter an End Enrollment Date and select an Exit/Withdrawal Type.

Admission Status

- The Admission Status allows us to group students for purposes of calculating the Average Daily Membership. It is assigned to a student when he or she is admitted to a school or an educational institution.
- This information is pre-filled using information previously submitted to the Department of Education. Please verify and/or update the Admission Status for each student.

Admission Status Options

- **Student was never enrolled at this organization:** a student listed in the application that is not and has never been enrolled at your school.
- **Regular Student:** a student who meets all of the regular admission requirements of a school or an educational institution.
- **Act 150 Student:** a high school student who meets all of the regular admission requirements of a school attending from another Vermont high school with an Act 150 school choice agreement.
- **Exchange Student:** a student from a country outside the United States or its outlying areas who is temporarily enrolled in classes or a course of study at a school or educational institution in the United States.
- **Home-study Student Taking Academic Classes:** a student who receives home instruction and takes academic course at a school. Academic courses include those courses that regular students receive academic credit for and that take place during normal school hours. **Note:** These students may or may not participate in extra- or co-curricular activities.
- **Home-study Student Participating in Extra- or Co-Curricular Activities Only:** a student who receives home instruction and who participates in school sponsored extra- or co-curricular activities. These activities frequently take place outside of normal school hours and often last for only a portion of the school year. The school is not required to track attendance for these students. **DO NOT** include students attending an independent school and participating in extra- or co-curricular activities.
- **Guest Student:** a student attending a school or educational institution on a full-time basis other than the school of his or her regular enrollment.

- **Student is receiving services at this school, and enrolled in a different organization:** a student is enrolled in another organization, but receives educational services at this organization.
- **Student is enrolled at this school, and receiving services elsewhere:** a student is enrolled at this school, but is receiving services elsewhere.

Entry/Reentry Type

- The Entry/Reentry Type allows the Department of Education to help track students. It is important to identify students transferring from one school to another to calculate the graduation and dropout rates that are essential in federal accountability.
- Verify and/or select an Entry/Reentry Type for each Student.

Entry/Reentry Type Options

- **Transfer From a Public School in Vermont:** a student who transfers from a public school that is located in the state of Vermont, a designated public school, one of the four academies or Rivendell Academy in Orford, NH.
- **Transfer From an Independent School in Vermont:** a student who transfers from an independent school in Vermont. This DOES NOT include students transferring from one of the four academies designated as public schools.
- **Transfer From a School in a Different State or From a School Outside of the Country:** a student who transfers from a public or private school that is located in a state outside Vermont, a public or private school that is located outside of the United States, or a United States overseas dependents school. **NOTE:** Rivendell Academy in Orford, NH is considered to be a Vermont public school and students transferring from it should be coded as Transfer From a Public School In Vermont.
- **Transfer From an Institution:** a student who transfers from an institution having an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters and detention facilities.
- **Transfer From Home Schooling:** a student who transfers from a period of receiving instruction in a home environment (chosen for reasons other than health).
- **Matriculation From Another School:** a student who enters a school after successful completion and promotion from the highest instructional level of another school.
- **Re-entry After a Voluntary Or Involuntary Withdrawal:** a student who had previously entered any class in a school and then re-enters the same or a different school after he or she has left school for voluntary reasons (prolonged illness, temporary disability or dropping out) or involuntary reasons (expulsion) during a regular school session.
- **Original Entry Into a United States School:** a student already residing in the United States enters a school for the first time in the United States or an outlying area. This student is likely to be a preschool or kindergarten student upon entry.
- **Original Entry Into a United States School From a Foreign Country With No Interruption In Schooling:** a student who has recently moved from a foreign country where he or she had been enrolled in school and enters a school in the United States or an outlying area for the first time.
- **Original Entry Into a United States School From a Foreign Country With an Interruption In Schooling:** a student who has recently moved from a foreign

country where he or she had not been enrolled in school and enters a school in the United States or an outlying area for the first time.

SY09-10 and SY10-11 Grades

- The Department of Education uses grade data to calculate retention rates for the state's accountability system; we are asking for information about how students move from one grade to the next. This information is critical in light of the recent replacement of the Register Data Collection.
- SY09-10 Grade will be pre-filled with information from the past Fall Student Census. The end date for that grade is automatically filled with the last day of the school year that you provided when completing the Organizational Profile.

Exit/Withdrawal Information

- The Exit/Withdrawal Type allows the Department of Education to help track students. It is important to identify students transferring from one school to another in calculating graduation and dropout rates.
- If a student has left and you have filled in the Enroll End Date field, you will be able to complete the Exit/Withdrawal Information.
- Select an Exit/Withdrawal Type for each exited student. The Exit/Withdrawal Type represents the circumstance under which the student exited from membership in an educational institution.

Exit/Withdrawal Type Options

- **Transfer to a Public School In Vermont:** a student who transfers to a public school that is located within the state of Vermont, a designated public school, one of the four academies or Rivendell Academy in Orford, NH.
- **Transfer to a Vermont Public School Under Act 150 School Choice Agreement:** a student who transfers to another Vermont High School according to an Act 150 agreement.
- **Transfer to an Independent School In Vermont:** a student who transfers to an independent school in Vermont.
- **Transfer to a School In a Different State Or to a School In a Different Country:** a student who transfers to a public or private school that is located in a state outside Vermont, a public or private school outside of the United States or to a United States overseas dependents school. **Note:** Rivendell Academy in Orford, NH is considered to be a Vermont public school and students transferring to it should be coded as Transfer to a Public School In Vermont.
- **Transfer to an Institution:** a student who transfers to an institution that has an educational program. This category includes mental health institutions, correctional institutions, juvenile service agencies, care shelters and detention facilities.
- **Transfer to Home Schooling:** a student who transfers into a situation where they are receiving instruction in a home environment (chosen for reasons other than health).
- **Matriculation to Another School:** a student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level.

- **Graduated With Regular Diploma:** a student who has received a regular high school diploma upon completion of state and local requirements or a high school diploma from a program other than the regular school program.
- **Completed school with other credentials:** A student who has received a certificate of completion or attendance in lieu of a high school diploma.
- **Completed High School Equivalency:** a student who successfully completes a GED.
- **Death:** a student whose membership is terminated because he or she died during or between regular school sessions.
- **Illness:** a student who left school for an indefinite period of time, approved by the school, because of a physical illness.
- **Discontinued Schooling:** a student who stops attending school and the student does not intend to complete the requirements for a high school diploma.
- **Absence/Status Unknown:** a student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education.
- **Moved, Not Known to be Continuing:** a student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education.
- **Transfer to GED Program NOT Operated BY Vermont School District:** a student who has transferred to a GED or Adult Basic Ed program prior to the completion of his or her secondary education.
- **Transfer to a College Program:** a student who left school without graduating in order to attend college (early admission).

If known, select the next place of enrollment from the drop down box.

Attendance (for all students except Part-Time Kindergarten)

- This information allows the DOE to calculate the Allowable Tuition FTE and Average Daily Attendance.
- Please provide us with the number of days each student ATTENDED school.
- Please provide us with the number of days each student was absent from school, and these absences were considered EXCUSED.
- Please provide us with the number of days each student was absent from school, and the absences were considered UNEXCUSED.

Part-Time Kindergarten Attendance

- KP attendance is broken down into AM and PM sessions. If a student attends school on several different mornings and afternoons, we need a yearly total for morning attendance and afternoon attendance SEPARATELY.
- Please provide us with the number of sessions Attended, the number of Excused Absences and the number of Unexcused Absences.

ESEA High School Cohort Information

- The ESEA requires us to provide this information in order to determine the student's year of expected high school graduation.
- Please indicate the CALENDAR year that the student became a 9th grader for the first time.

ID of Technical Center

- Please select the appropriate technical center for those students who attend a technical center.

March 15, 2010 snapshot fields

- Please verify pre-filled records making corrections/updates as needed.
- Any new students in your school enrolling before March 15th will require entering residency data.
- Any new students in your school enrolling after March 15th will NOT require entering these March 15th residency fields.

Step 3: Enter Contact Information

Please enter a name, phone number and email address of the General Contact person for this collection.

Step 4: Submit Your Data to DOE

The Student Census is due July 15, 2010.

Please follow the instructions in the online manual for submitting online data to send to the DOE.